



**CITY OF NORTHAMPTON**  
**ZONING BOARD OF APPEALS**  
**APPEAL APPLICATION**  
**(Chapter 40A, Section 8, M.G.L.)**

Applications WILL NOT be accepted without all of the following information.  
 It is recommended that you meet with the Senior Planner to review application materials prior to submission. For an appointment, please call the Office of Planning & Development at 413-587-1287.

**1. Section of Ordinance under which alleged violation or appeal is being requested**

**Zoning Ordinance Section:**                      **Page:**  
*From Building Inspector's Review form*

**2. Parcel Information**

**Address:**

<b>Assessor Identification:</b> Map #, Parcel #:	<b>2<sup>nd</sup> Map #, Parcel #:</b> (if applicable)	<b>Zoning District:</b>
<b>Recorded in Hampshire Registry of Deeds or Land Court</b>	<b>Book:</b>	<b>Page:</b>

**3. Applicant's Information**

**4. Owner Information**  
 (if different from Applicant)

<b>Name</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>Fax</b>		
<b>Status of Applicant</b>	<input type="checkbox"/> Owner; <input type="checkbox"/> Contract Purchaser; <input type="checkbox"/> Lessee; <input type="checkbox"/> Other:	
Signature _____ Date _____		Signature _____ Date _____

**I certify: the information contained herein is true and accurate to the best of my knowledge; the above signed owner(s) grant the Board and its agents permission to enter the property to review this application; I understand all documents will be entered into the public record and will be available on the internet; I understand that if neighboring issues have not been addressed/ resolved prior the hearing, the Board will continue the hearing.**

**5. Check boxes below indicating that you have attached/included the following documentation:**

- ☐ Sketch Plan **OR** Site Plan showing abutting property surrounding site.
- ☐ Filing Fee (which includes the advertising fee) made Payable to the City of Northampton (\$185.00)
- ☐ Owner's Signature on Application Form or letter from owner authorizing applicant to sign on behalf of owner.
- ☐ Stamped, Self Addressed (to owner and applicant) Envelope(s)
- ☐ Two sets of stamped envelopes addressed to each of the abutters within 300' and the planning board in adjacent towns (the abutters list can be found at [www.northamptonma.gov/opd/](http://www.northamptonma.gov/opd/)). If within 300' of a neighboring town, the envelopes must include the abutters within said town. The return address of all the envelopes should be labeled as: Planning and Development, City of Northampton, City Hall, 210 Main Street, Room 11, Northampton, MA 01060-3198.
- ☐ A printed list of all abutters (from above section).
- ☐ 12 complete packages collated & stapled (original and 11 copies)
- ☐ Zoning Permit Review Form with Building Inspector's endorsement & Application
- ☐ Folded Plans- all plans of 11X17 or larger must be folded (If 36x24 plan sheets are included, they may contain 6 full sets with the remaining 5 at 11x17 size) and collated with each application.
- ☐ I understand that I will file this application with the **City Clerk's Office first**, then with the Northampton Planning and Development Office.

**6. Narrative Description of Alleged Zoning Violation and/or reason for which Appeal has been filed**

## WHAT HAPPENS AFTER YOU HAVE FILED YOUR APPLICATION?

Generally, the Board meets the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of every month (with the exception of summer & holiday months). The deadline date for filing applications is one calendar month prior to the next meeting date.

1. Once your application has been filed, staff will review it to determine if the application is complete and ready for public hearing. We will schedule a Public Hearing for the next available agenda of the Zoning Board and place a legal ad in a local paper to appear a minimum of two (2) weeks prior to the hearing date.
2. The Wednesday, 15 days before the next meeting after the filing deadline, you may check the Planning Office web page, [www.northamptonma.gov/opd/](http://www.northamptonma.gov/opd/) , **public meeting notice to find out if your project has been scheduled for the next hearing.**
3. Applicant attends the public hearing, and if all information is complete, the hearing is closed.
4. Once the hearing is closed, the Board has up to 90 days to make a decision on the permit. (Zoning Board rarely takes that long).
5. Once a decision is approved by the Board, (usually occurs at the same public hearing) the Board has fourteen (14) days from the date that the decision is made to file the decision with the City Clerk's Office. After the decision has been filed with the City Clerk's Office, a twenty (20) day appeal period begins.
6. Once the twenty (20) day appeal period passes without an appeal being filed, the applicant must pick up a Certified copy of the decision from the City Clerk's Office and record it at the Registry of Deeds. **Permit is not valid until recorded.**
7. Proof that the decision has been filed at the Registry of Deeds must be brought to the Building Department, before a Building Permit will be issued.

**The short time frame for issuing an Appeal is two (2) to three (3) months. The long time frame is four (4) to six (6) months.**